Paul Mitchell The School Portsmouth

MAKE-UP HOUR POLICY

Each Future Professional has the opportunity to make up any hours that have been missed. Therefore, it is provided for the Future Professionals' benefit the following make up hours during the week.

WARNING: A Future Professional may NOT make up more hours that they need to accelerate their program. This is in direct violation of the school's Satisfactory Progress Policy also enclosed in this handbook.

Students must complete a Future Professional Make-Up Request Form indicating the date, time, activity completed, and the name of the Learning Leader who supervised the make-up time. A make up hours sign in sheet will be provided as well.

Make up hours are as follows and subject to the School's discretion depending on staffing.

DAYTIME STUDENTS	
Monday	4:15 pm to 7:15 pm
Tuesday - Thursday	4:15 PM to 6:00 PM

As per New Hampshire law, a student cannot put in more than 40 clock hours per week. Please be mindful of your weekly hours as you arrange for make up time.

The school reserves the right to offer make up hours on separate days from the ones listed above for special events and guest artist.